

South Dakota Unified Judicial System

Frequently Asked Questions

Topics Covered in this Chapter

- General
- E-filing
- Fees
- E-serving
- Format Errors

General

How do I access the Odyssey File & Serve system?

To access the Odyssey File & Serve website, go to <http://southdakota.tylerhost.net>.

How do I contact the South Dakota County Courthouses?

To access county courthouses, go to <http://ujs.sd.gov/> and click on Learn About the Courts and select the circuit you wish to contact or click one of the below links.

First Circuit http://ujs.sd.gov/First_Circuit/
Second Circuit http://ujs.sd.gov/Second_Circuit/
Third Circuit http://ujs.sd.gov/Third_Circuit/
Fourth Circuit http://ujs.sd.gov/Fourth_Circuit/
Fifth Circuit http://ujs.sd.gov/Fifth_Circuit/
Sixth Circuit http://ujs.sd.gov/Sixth_Circuit/
Seventh Circuit http://ujs.sd.gov/Seventh_Circuit/

Do I have to register to use File & Serve?

Yes, all users must register prior to using File & Serve.

What is the role of the Firm Administrator?

The Firm Administrator registers the firm and is responsible for setting up and maintaining all system users, credit card accounts, and attorneys at the firm.

When a new firm is registered, all users added to that firm are associated with the firm. If a firm has multiple locations, those users can be added to the original firm also. However, Tyler recommends that each Firm Administrator register his or her location as a new firm. In this way, each firm's users will only see filings for their specific location; otherwise, users will see all filings under the original firm.

How can I get a username and password?

You can get a username and password by registering to use File & Serve. Perform the following steps to register:

1. Go to your File & Serve homepage
2. Click the **Register Now** link

3. Complete the **File and Serve Registration Wizard**
4. Check your e-mail inbox for an e-mail confirmation with your username and password included
5. Copy and paste the password received in the e-mail confirmation when logging into File & Serve for the first time

Note: If you cannot self-register to use File & Serve, contact your Firm Administrator to get a username and password.

What if I forget my username or password?

Perform the following steps to reset your password:

1. Go to your File & Serve homepage
2. Click the **Forgot Password?** Link on the login screen, the **Reset Password** dialog box opens
3. Type your e-mail address in the field provided
4. Click the **Next** button
5. Type the answer to your security question in the field provided
6. Click the **OK** button to close the dialog box

This action takes you back to the login screen.

Your password is reset, and a temporary password is sent to your e-mail address. Use the temporary password to login and change your password to one of your preference.

Note: Contact your Firm Administrator if you are unable to reset your password.

Does my password expire or need to be changed periodically?

No, currently passwords do not expire, and there is no requirement that users must change their passwords.

Is support available for File & Serve?

Yes, support is available 7:30 a.m. to 6 p.m. CST, Monday through Friday.

Contact the eSupport Help Desk at UJSeSupport@UJS.STATE.SD.US with your name, phone number, available times for callback, question(s) and screen shots, if possible.

What are the computer requirements for using File & Serve?

The recommended settings for your workstation are as follows:

- **Web Browser Requirements:** File & Serve is supported by current versions of the Windows operating system using Internet Explorer 7 or above or Firefox.
- **Connection Requirements:** High-speed connection is recommended
- **Minimum Screen Resolution:** For best results, a setting of 1024x768 is recommended

Can I use File & Serve If I am self-represented?

Self-represented litigants are currently not eligible to use the e-filing system.

Can File & Serve be used to initiate cases or to file into existing cases?

At this time, File & Serve can be used to e-file in to existing criminal cases, or serve documents. Both attorneys and support staff can use the system under their own usernames.

When can I use File & Serve?

File & Serve is available 24 hours a day, seven days a week.

Will I ever be automatically logged out of File & Serve?

As long as you are entering data, submitting forms, or reviewing case information in File & Serve, you will not be automatically logged off. However, File & Serve will automatically log you off after a period of system inactivity for Internet security reasons.

Why am I having difficulty viewing the entire web page on my screen?

Difficulty viewing the entire webpage may be a screen resolution issue. To resolve this issue, perform the following steps:

1. Open **Properties** on your desktop
2. Select the **Settings** option
3. Under **Screen Resolution** or **Screen Area**, slide the bar to select 1024 x 768 pixels
4. Click **OK**

Clearing the Internet Explorer Browser History

As you browse the web, a lot of the information regarding the sites you've visited is stored on your computer. This information is your browser history. If you do not want to keep a history of the sites you have visited, you can clear your browser history.

You must have an Internet Explorer browser to perform this procedure.

To clear the Internet Explorer browser history:

1. Open your Internet Explorer browser
2. Select **Tools** on the toolbar on the top of your screen, the drop-down list for **Tools** displays

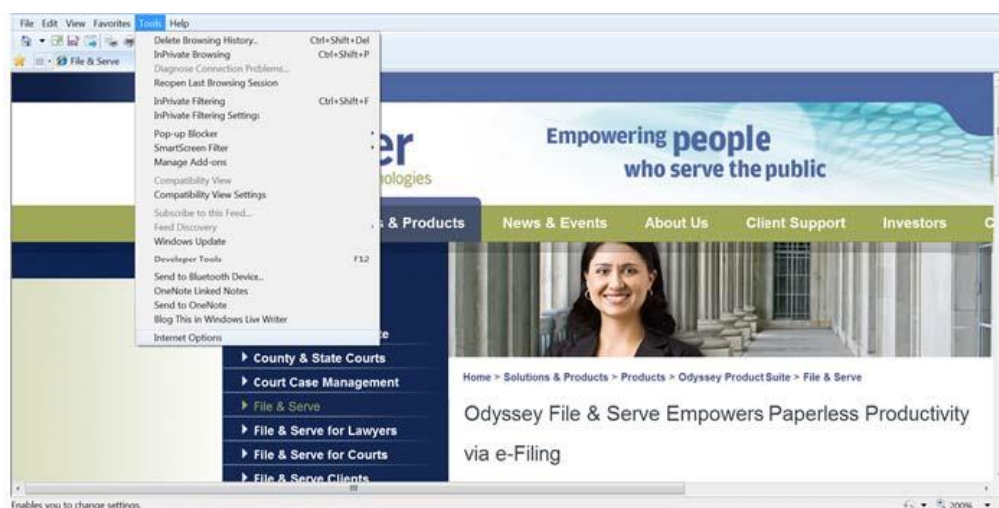


Figure1.1 – Selecting Tools Menu

3. Select **Internet Options** located at the bottom of the drop-down list



Figure1.2 – Internet Options Window General Tab

4. Click the  button, the **Delete Browsing History** window opens

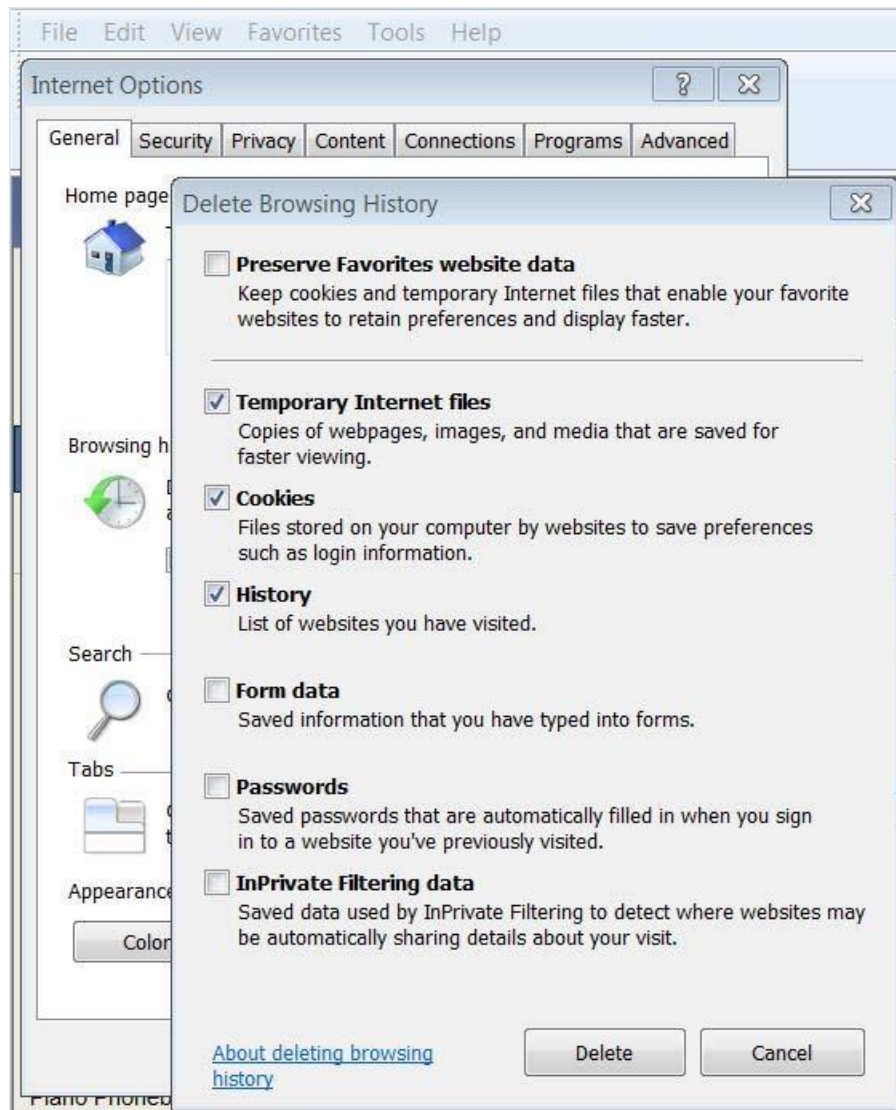
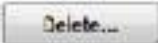


Figure1.3 – Delete Browsing History Window


5. Select the following checkboxes:
- Temporary Internet files
 - Cookies
 - History
6. Click the  button
7. Wait as the system deletes the browsing history
8. Click the  icon to close the window

Clearing the Firefox Browser History

As you browse the web, a lot of the information regarding the sites you've visited is stored on your computer. This information is your browser history. If you do not want to keep a history of the sites you have visited, you can clear your browser history.

You must have a Firefox browser to perform this procedure.

To clear the Firefox browser history:

1. Open your Firefox browser
2. Select the  icon at the top of the window

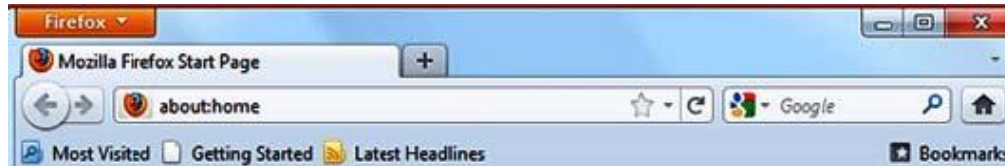


Figure1.4 – Firefox Window

The options menu opens

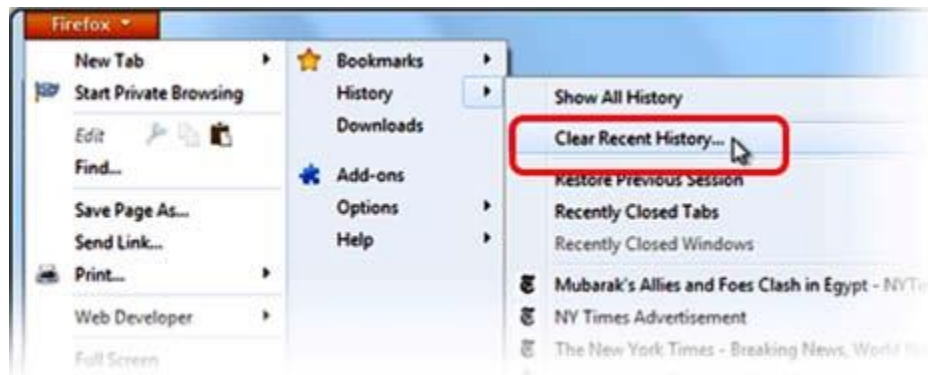


Figure1.5 – History Options Menu

3. Select the **History** option
4. Select the **Clear Recent History** option

The **Clear All History** window opens



Figure1.6 – Clear All History Window

5. Select **Everything** on the **Time range to clear:** drop-down list
6. Select the following checkboxes:
 - Browsing & Download History
 - Cookies
 - Cache

Note: The above options are the only checkboxes that should be checked. De-select all the other checkboxes in the Details window.

7. Click the  button to close the **Clear All History** window and to clear the browser history

E-filing

What type of cases can I e-file in the South Dakota Circuit Court??

The South Dakota Circuit Court currently accepts e-filings for subsequent criminal case documents. E-filing will be available for other case types in the future. To view the proposed timeline click [here](#).

How do I search for a case that I have filed using File & Serve?




You can search for a case by entering the exact case number assigned by your court in the **Case Number** field at the top-right corner of your screen.

Perform the following steps to search for an existing case using the court assigned case number:

1. Click the **FIND CASE** link at the top of the page

2. Click the drop-down arrow to view the search options
3. Select the **Case Number** option, File and Serve displays the phrase “Case Number” in the case search field

Note: Case numbers vary by court. The format of the case number is relative to the type of case filed.

4. Type the exact case number assigned by your court in the  field, no wildcards can be used in the **Case Number** field
5. Click the  button
6. The result screen displays the cases meeting the criteria entered in the **Case Number** field
7. Select an icon under the **Actions** column and perform actions as necessary
8. Click the  button when you are done

What document formats does File & Serve accept?

File & Serve only accepts documents in PDF format.

Can scanned documents be submitted in color?

Yes, File & Serve will accept color documents. However, the preferred business process is to scan the documents in black and white.

Can I file multiple pleadings in one transaction?

Yes, multiple filings can be submitted together by selecting the **Add Another Filing** option.

I have several documents to submit. What should I do?

The basic rule of thumb is that anything that will be docketed separately should be in its own separate PDF file.

To facilitate internal handling, the court prefers that an appendix or exhibit be created as a separate PDF document from the primary pleading and submitted as an attachment to the e-filing. Distinct documents, such as a docketing statement, should not be combined with another document into a single PDF file.

What is the maximum file size that can be electronically submitted?

For optimal manageability, the court recommends that files do not exceed 5MB per document and 25MB per envelope. There are practical limits to the size of an electronic document that judges and staff can quickly and easily retrieve and read within the case management system.

What if I need to withdraw an e-filing from being posted on File & Serve?

After a filing has been submitted but before the court’s review has begun, a **Cancel** button is available for that filing in your **Filings** queue.

As long as the **Cancel** button is present, the filing has been submitted by File & Serve but not yet reviewed by the court. If the **Cancel** button is not available, contact your local court clerk’s office.

Do I have access to the documents that I file in the system?

Yes, by using the **My Filings** feature located on the **Filings** tab, you can find and view information concerning electronic filings that have been submitted to File & Serve through your username or by any member of your firm.


After a transaction is completed, you can access a PDF version of all of your filings through the system. This PDF version is read-only; it can no longer be modified.

Are hyperlinks permissible in PDF documents?

Internal links, which point to other places within the same document, are permissible and are accepted by File & Serve. However, external links, which point to other documents, websites, or other legal sources, can be risky and must be avoided in documents submitted to the court. Use of external links can result in format errors preventing your document from being accepted by File & Serve.

Is it acceptable to use the file attachments option within a PDF document?

No, it is not acceptable to use the file attachment option within a PDF document. If you create a PDF document that includes embedded file attachments, a "File Format Error" message is displayed when you view the filing status after submittal. If your filing contains a format error, it will be rejected by the system.

The rejection reason is available through the screen. Click the  **Envelope Details** icon to view the filing details. Ultimately, you must correct the problem and resubmit the filing.

File attachments (not to be confused with hyperlinks) are actually files embedded within the PDF file using the **Document> Attach a File** menu option within Adobe Acrobat. If you need to combine a number of separate PDF appendices into one document, you should create a single PDF document without any file attachments by choosing the **Document> Insert Pages** menu option instead.

Fees

What payment options are accepted?

The State of South Dakota currently accepts MasterCard, Visa and both debit and credit cards.


Is it necessary to have a firm credit card?

Yes, a debit or credit card is required to pay for e-filing and statutory fees / costs. We accept all major credit cards. A 3.5% processing fee is added to the total amount to cover the credit card processing fees. If you do not have a debit or credit card, you will need to deliver your documents to the appropriate Clerk of Court office for filing.

If an individual litigant cannot pay the filing fee, he/she may qualify for a waiver of the statutory fees / costs. To determine if you qualify for a waiver, include an Affidavit for Waiver of Filing Fee and include in the e-Filing process. A judge will decide whether you have to pay the fees. In making this determination, you may be asked questions regarding your ability to pay or be required to produce proof of eligibility. If your request for a waiver of statutory fees and costs is approved, your documents will be promptly filed. However, if your request for a waiver is denied, the statutory fee will be charged to your debit or credit card.

Your documents will not be filed until your fees and/or costs are either paid or waived, which is when a judge signs the waiver not when the affidavit is submitted.

Will there be a receipt for the fees paid?

Yes, the  **Envelope Details** screen can be printed for use as a receipt. On the **Filings** tab, click the icon to view the filing details. The **Envelope Detail** screen includes several lines devoted to communication from the bank, including a total amount and the status of the financial transaction.

What information is on a file date-stamped confirmation receipt?

The File & Serve system confirmation receipt issued by the system contains the following information:

- Case name and docket number
- Date and time of filing
- Document title
- Document code
- Name of the EFS service provider
- Name of the person or entity filing the document
- Page count of the filed document

E-serving

What is e-service?


E-service is a feature provided by File & Serve where documents are electronically served to other registered parties in a case. Using this option, you can track when each party received and opened the filing.

What are Firm Service Contacts?

Firm Service Contacts are a list of the firm's contacts that can be attached to the case and can be e-served.

What are Case Service Contacts?

There are Case Service Contacts for every case. This list contains all individuals being served on the case. Attorneys must ensure they are on the Case Service Contact list for each case involved.

 **Note:** It is mandatory to enter your contact information in the Case Service Contact list to ensure you are receiving notification of any documents.

How do I serve other individuals with my e-filed documents?

The filers are responsible for accomplishing service of all filings as required by the applicable court rules. For this purpose, filers may use the mail service, serve by hand delivery, send an email, or use File & Serve as it offers the option of electronic service of each filing to the designated service contact.


Can I use e-service without filing a document with the court?

Yes, File & Serve may be used to exchange documents between parties without filing the documents through the courts.

Select the **Service** check box on the **Filings** screen, and ensure the **E-File** check box is not selected.

 **Note:** Service and convenience fees will apply.

Does File & Serve send a service notification after a filing is submitted?

Yes, File & Serve automatically generates service notifications for filing transactions after the filing is submitted if you have selected this option using the  **Manage (E-mail) Notification** tab on the **My Account** screen.

Note: Check your spam or junk folder if you have not received a notification from File & Serve.

When is a service notification sent?

Service notifications are generated after submitting a service-only filing.
For E-File & Serve (EFS) filings, a notification is sent only after the court has accepted the filing.

 **Note:** Check your spam or junk folder if you have not received a notification from File & Serve.

What should I do if I receive a Service Notification?

When you receive a service notification, do the following:

1. Click the link within the e-mail to access the file
2. Print a copy of the documents for your files as the link is available for a limited time

What is the Master Service List used for in File & Serve?

The Master Service List is a list of all contacts attached to the Case Service list from all firms. File & Serve uses the information in the Master Service List to send electronic service. The Master Service List is updated as contacts are attached to the case list.

Format Errors

This section describes the format errors received when using File & Serve.

Format Errors Defined

When a filing is not successfully processed and identified as having a “Format Error,” this indicates that the filing has one or more document files that are not valid for filing document conversion. The underlying cause of the issue is typically either that the document was not successfully uploaded or the document has a characteristic that prevents the standard processing of the file.

As a start, errors of this type will be minimized if they comply with a standard format that includes the following:

- Use 8.5 x 11-inch paper with portrait orientation
- Set the DPI resolution higher than 200 CPI
- Do not use unintelligible images (i.e. all-black images)
- Use non-secured document properties (i.e. not password-protected)
- Remove external references in the documents, such as URL sand shortcuts

Causes of Typical Format Errors

Format errors are typically caused by the following submissions:

- Corrupt files (i.e. files with 0 bytes of data)

- Secured or password-protected PDFs
- File types other than PDF
- Files with non-standard image compression, standard is CCIT; this is usually a scanner setting
- A document that has Optical Character Recognition (OCR) associated with it; usually determined by a larger file size
- Any file that experienced an upload issue or time out on the file transfer on behalf of the filing party; usually appearing as an incomplete image or file when opened
- A document scan that is in landscape orientation, noticeably off-center, or of an irregular size
- Any scan (PDF) that is unreadable or has large black images in the document where pictures may have been
- A file that contains an invalid table; usually a result of importing or pasting table data into a word processing application


Actions to Identify the Form at Error Issue

There are several ways to identify format issues within filed documents. This section can help identify documents with formatting issues.

Checking the Filing Queue

The first action is to determine whether the document uploaded successfully.

To determine this, do the following:

1. Open the document files using the **Filing Queue** link on the left menu
2. Click the  icon under the **Details** column for your case
3. Scroll down to the **Documents** section of the **Filing Details** page to locate the document uploaded
4. Click on the document link under the **File Name** column to open the document

Note: If the file does not open using the original authoring tool, cancel this filing and create a new filing.

Prior to uploading documents for new filings, confirm the document files will open successfully from their original source.

Corrupt Files

Corrupt files, for example, files with zero (0) bytes of data are one of the many reasons a filing has format errors.

Below are examples of corrupt file errors messages:

A corrupted PDF document with zero byte file.

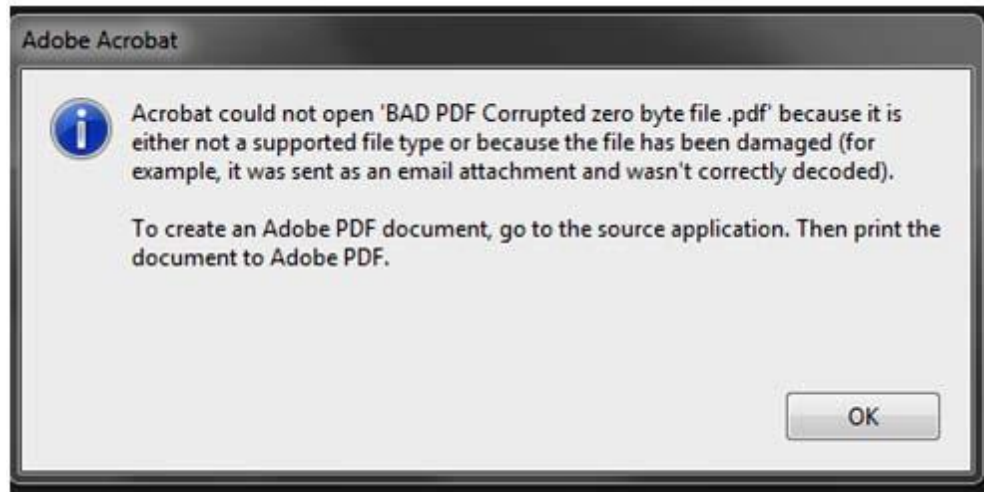


Figure1.7 – BAD PDF Corrupted File Message

Document Security

PDF files have security settings that can prevent documents from being e-filed. A file with document security has a padlock icon on the document and/or has "SECURED" shown in the filename.



Figure1.8 – Document Security Message

The document security can include a number of different options, any of which will prevent the document file from being processed. To ensure successful document processing, recreate the PDF with no security options.

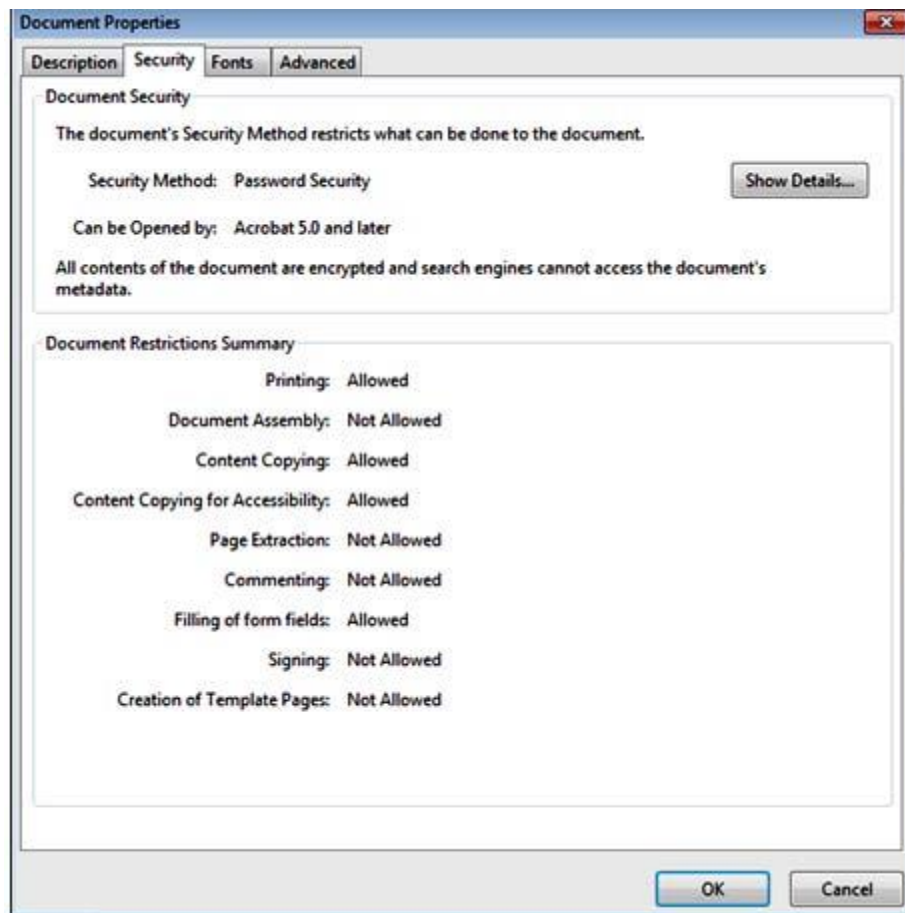


Figure1.9 – Document Properties Security Tab

Unsupported Fonts

Font resources are included in newly created documents. This is a standard with PDF/A files. Document generating tools use fonts not supported when creating documents, which results in the inability to convert the document into the standard e-filing format.

There are multiple ways to examine the fonts embedded in the file. PDF viewers can show the fonts, or the file editors can allow you view the fonts used.

The JBig font is not a supported font.

The following is an example of a PDF viewer identifying the fonts used by a PDF file.

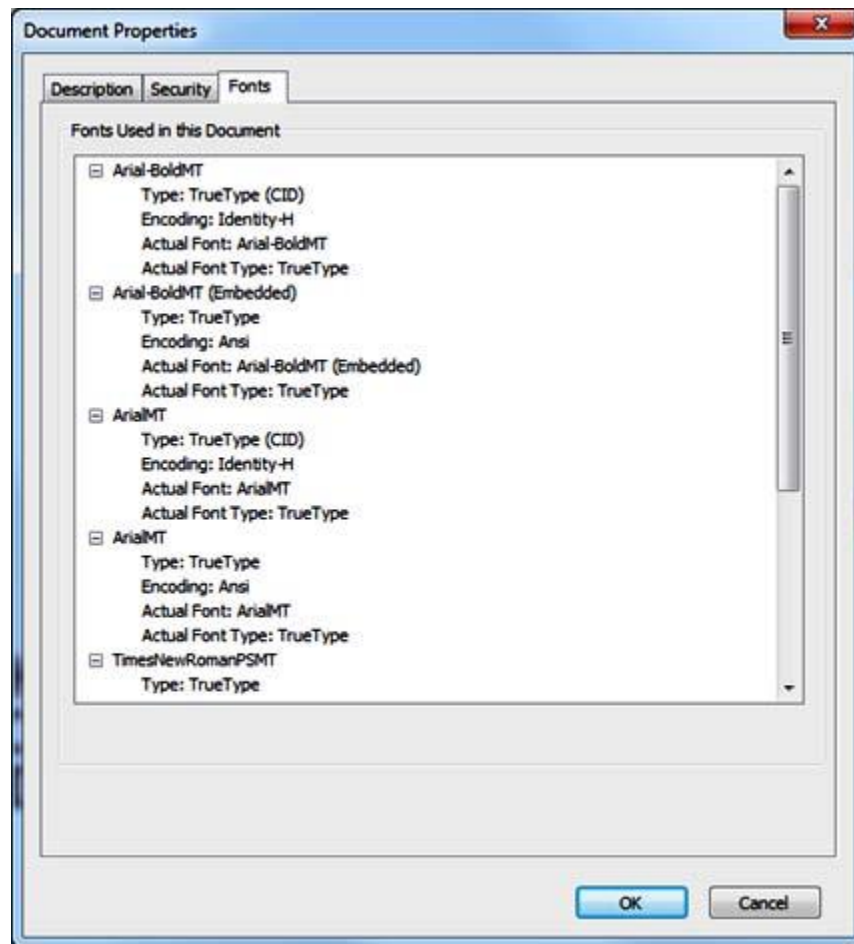


Figure1.10 – Document Properties Fonts Tab